

# Permanent Change of Station Service Agreement

DHS, U.S. Citizenship & Immigration Services (USCIS)  
Office of Financial Management – Burlington, Vermont  
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U.S. Citizenship  
and Immigration  
Services

Relocation Authorization Number (Assigned by USCIS OFM Burlington): \_\_\_\_\_

Name (Last, First, Middle Initial)	Current Duty Station	New Duty Station

The Federal Travel Regulation requires that an Agreement to Remain in Government Service be signed before USCIS can pay for relocation expenses. Therefore, by signing this form, you agree to the following provisions.

## For Domestic Transfers Only (#1 and 2)

1. In connection with my proposed transfer at government expense to the station listed above, I hereby agree to remain the government service for twelve months following this transfer unless separated for reasons beyond my control and acceptable to USCIS.
2. If, before the expiration of the 12 months of service, I fail to fulfill the terms of this agreement by resigning, vacating the position without authority, or if I am removed for cause, I will, upon demand, repay to the Government a sum of money equivalent to that expended by the Government for transportation and subsistence of myself and dependents, cost of shipment of my household goods and personal effects, if involved, and any other related allowances incident to my transfer. I authorize USCIS to withhold any final pay due to me to apply against or liquidate any indebtedness arising from a violation of this agreement.

## For Foreign Transfers Only (#3 only)

3. I understand and agree that:
  - a. I will remain in the Government Service at the overseas post of duty to which I am assigned or reassigned for a minimum period of twelve (12) months, beginning with the date of my arrival at my overseas permanent duty station. The period of service specified above is for the sole purpose of establishing my eligibility for travel and transportation at Government expense.
  - b. If, before the expiration of the first 12 months of service, I fail to fulfill the terms of this agreement by resigning, vacating the position without authority, or if I am removed for cause, I will, upon demand, repay to the Government a sum of money equivalent to that expended by the Government for transportation and subsistence of myself and dependents, cost of shipment of my household goods and personal effects, if involved, and any other related allowances incident to my transfer, from beginning point of travel to duty station. I authorize USCIS to withhold any final pay due to me to apply against or liquidate any indebtedness arising from a violation of this agreement.
  - c. I will not be eligible for return travel and transportation at Government expense for myself, my dependents, or my household effects, to my place of residence as shown on the Transfer Questionnaire for purpose of separation from the service until I have completed the 12-month period of service in this agreement unless the reason for earlier return is beyond my control and acceptable to USCIS.
  - d. I may be required to use commercial or Government aircraft for necessary travel to or from my overseas post of duty unless a medical reason precludes the use of aircraft.
  - e. The home address shown on the Relocation Questionnaire is my place of actual residence that will be used for the purpose of determining transportation entitlement and it is not subject to later change for personal reasons.

Date Signed	Signature of Employee	Date Reported at Permanent Duty Station

(Completed when employee enters on duty at new post)